



Concordia University – Portland Transcript Request Guide

National Student Clearinghouse Order Site

<https://www.csp.edu/student-services/registrar-records-and-registration/transcript-requests-and-enrollment-verifications-registrar/>

1. Please enter your first name, last name, and date of birth.
2. Please enter your G number in the student ID area. If you do not have a G number please enter a Social Security Number.
3. You must click **Yes** to “Are you requesting a Concordia University – Portland transcript?”

Personal Information All fields required, unless otherwise indicated

First Name Middle Name Last Name
First Name is required (Optional)

Date of Birth Has your name changed since attending school? YES NO
MM/DD/YYYY

Student Identification Information One of the following is required

Student ID Confirm Student ID
Dashes are not allowed (Optional) Dashes are not allowed

OR

Social Security Number Confirm Social Security Number
xxx-xx-xxxx xxx-xx-xxxx

Are you requesting a Concordia University - Portland transcript? YES NO ⓘ

Are you currently enrolled at Concordia University at St Paul? YES NO

CANCEL ORDER CONTINUE

4. Click **No** to Concordia University, St. Paul and attendance date prior to 1985.
5. Please enter the year from and to that you attended Concordia University – Portland.

Are you requesting a Concordia University - Portland transcript? YES NO ⓘ

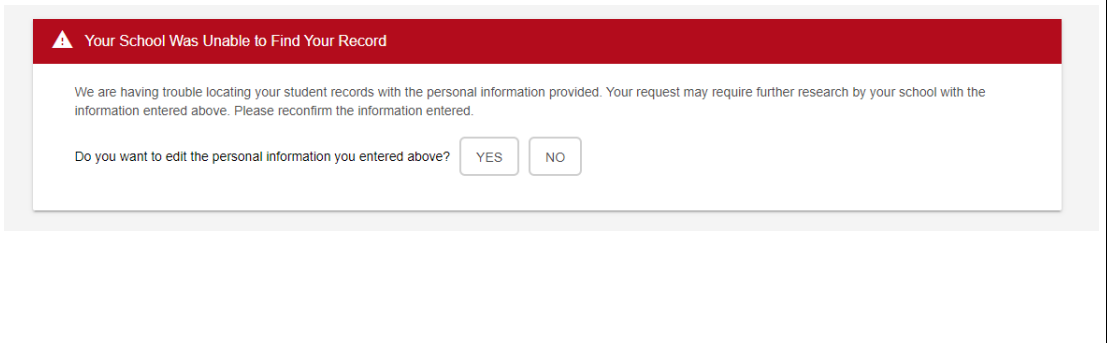
Are you currently enrolled at Concordia University at St Paul? YES NO

Did you attend Concordia University at St. Paul prior to 1985? YES NO

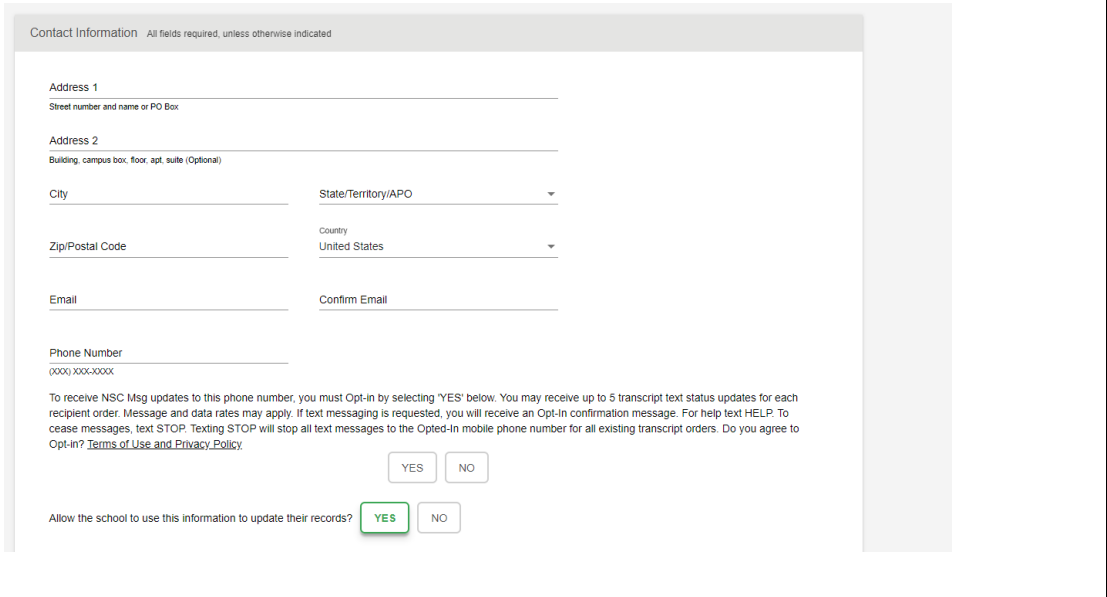
Note: Electronic delivery is not available if you attended prior to the date above.

Year From Year To
YYYY YYYY

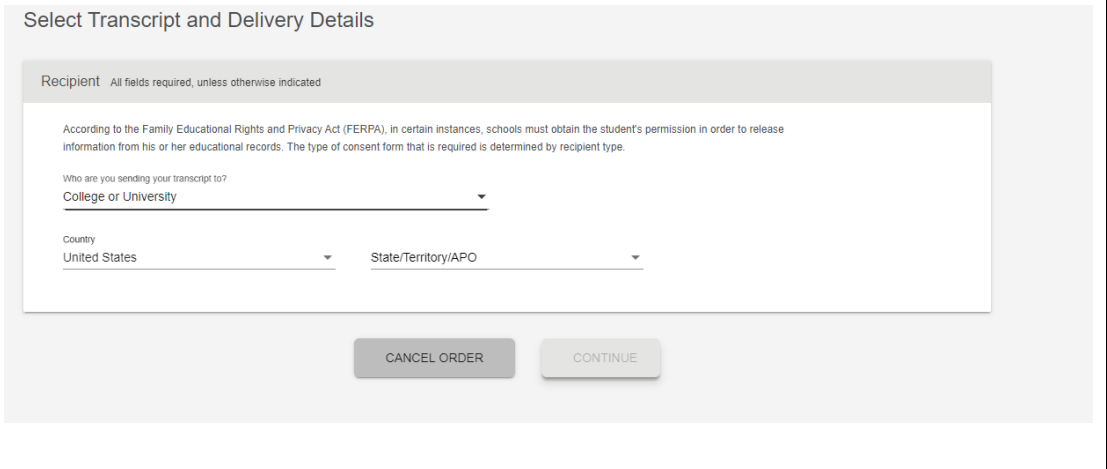
6. The Portland transcripts are not in our electronic record system, so please click No and continue with your order.



7. Please enter in your contact information and answer the two questions. The second question should be answered as **No**, since we do not have your records in our system.



8. Please enter where you would like your transcript sent.



8. Transcripts can only be sent via mail as we only have PDF copies of your transcripts.

Select Transcript and Delivery Details
Recipient: ALABAMA A&M UNIVERSITY

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed? ▾

What type of transcript do you want? ▾

Why are you ordering your transcript? ▾

Delivery Information

How do you want your transcript sent?
Mail ▾

How many copies do you want?
1 copy + \$4.75 ▾

Enter other required instructions only
(Optional)

School's Terms and Conditions:
Transcript will be mailed to recipient via regular 1st-class US mail within 3 business days of order.

I have read and accept my school's terms and conditions for the delivery method of Mail? YES NO
Acceptance to the Terms and Conditions is required.